

**FORMS & LIST**

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FORMAT FOR INSPECTION CALL LETTER

Section. CIPET/QF/7724

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Document No. CIPET/QF/7724 – Format for Inspection Call Letter

Ref.No.....

Date:

To,

The Principal Director (TSS) & Head-PDI-H.O
CIPET Head Office
TVK Industrial Estate, Guindy,
Chennai 600 032

Sub:**Ref:**

Dear Sir

We are offering the following stores for your Inspection:

Sl. No	Govt./ Contractor P.O no. & Date	Validity Of PO	Consignee Details	Details of Item	Quantity In mtrs/Pcs /Coils	Details of Lots with batch no. Consignee wise	Value in ₹.	PDI Fees In ₹..
								(including Service tax)

We are enclosing herewith the DD/Cheque/NEFT/RTGS-----dated ----- for the amount of Rs-----

The stores will be ready by Date (-----) at our factory site

Inspection Site Address / Contact Person Name / Contact Detail:

This is for your information and necessary action.

Thanking you,

Yours truly,
(Authorized signatory)

M/S.....

CC to: The concerned CIPET Centre Head